

VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

FROM: Thomas W. Komons, Human Resources Officer

POSITION: Foreign National Student Intern

OPENING DATE: November 8, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Part-time; 15-20 hours/week

DURATION OF INTERNSHIP: One to Six Months

*The U.S. Embassy in Doha, Qatar is seeking individuals with the required residency permit for a **Voluntary Internship program** at the Commercial Service Office. **The Intern is not considered a Federal Employee for most purposes. There will be no benefits such as leave accrual credit or compensation. There will be no future employment rights.***

BASIC FUNCTION OF POSITION

Under the general supervision of the Senior Commercial Officer (SCO), the intern actively contributes to trade development and promotion activities associated with international partner searches, trade missions, trade events, company list preparation and trade shows. The intern will also answer general trade inquiries from American companies requesting information on doing business in Qatar and Qatari companies seeking American products and services, both by the phone and by e-mail. Office management support work will be part of the everyday assist to the commercial specialists and assistants. The intern will occasionally work with a commercial specialist conducting market research and drafting reports based on timely market information or comprehensive analysis of a particular industry sector in Qatar.

ELIGIBILITY CRITERIA

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. In order to be eligible for this program, the potential candidate must be:
 - A non-U.S. citizen in the host country, including any non-host country foreign national who is legal resident of the host country;
 - 18 years of age or older;

- Available for at least 3 months;
- Enrolled, not less than half time, in a College or University;
- Be in good academic standing at his or her education institution and provide a certified transcript to verify such, along with written permission where the student is enrolled;
- Receive a security and medical certification, if selected;
- Must have his/her own medical insurance;

2. Language Proficiency: Level III (good working knowledge) speaking/writing English required.

3. Knowledge: Working knowledge of host country's economic and social structure is required.

4. Skill and Abilities: Ability to conduct market research and draft correspondence and reports is required. Interpersonal skills to work with business contact and colleagues are required. Knowledge of computer software, particularly word processing, is required. Ability to translate and interpret from Arabic/English and English/Arabic is desirable.

SELECTION PROCESS

An in-person interview with prospective candidates will be arranged by the Embassy as needed, and the best qualified candidate will be selected among those interviewed.

TO APPLY

All interested candidates should submit a scanned application package via e-mail following or the application will not be considered:

- Student intern application form - [click here to download](#);
- Statement of Interest form - [click here to download](#);
- Gratuitous Service Agreement form - [click here to download](#);
- A letter of recommendation from your academic institution;
- An official transcript from your academic institution;
- A copy of your passport and residence permit; and
- A cover letter expressing your interest in this program.

PLEASE SUBMIT YOUR APPLICATION PACKAGE TO:

hrodoha@state.gov

CLOSING DATE FOR THIS POSITION: NOVEMBER 22, 2012

The U.S. Mission in Qatar provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.